

BEACH SHOPS

DRIVER CERTIFICATION PROCESS

Your step-by-step guide on initiating the process when managers wish to have their employee(s) certified to drive company carts, vans and/or their personal vehicle for business purposes and all the steps thereafter.



AT-A-GLANCE

INITIATING THE DRIVER CERTIFICATION PROCESS FOR EMPLOYEES

STEP 1

Driver Safety and Vehicle Use Policy

Review all forms in the package with employee

STEP 2

MANAGERS CHECKLIST

Fill forms entirely and gather appropriate documents

STEP 3

EMPLOYEE CHECKLIST

Fill forms entirely and provide manager with appropriate documents

STEP 4

VISIT BEACH SHOPS HR OFFICE

Double-check all forms/documents and drop off package

Let's Dive In! 

REVIEW ENTIRE PACKET

It is important that manager and employee review entire package together and that employee reads all information, regulation and stipulations *before* filling or signing paperwork.

Driver Safety and Vehicle Use Policy

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Purpose

The purpose of this policy is to provide Beach Shops employees with guidelines regarding the use of Beach Shops company vehicles and non-company owned vehicles in the performance of their duties.

Policy Statement

Company vehicles may be used by Beach Shops employees for business-related purposes, subject to the guidelines set forth by this policy. These guidelines are intended to ensure compliance with all Beach Shops policies and regulations, as well as to ensure the safety of our employees.

Departments Affected

This policy applies to all Beach Shops employees.

Definitions

- **Authorized driver** - A Beach Shops employee who has been authorized to drive a company owned and/or operated vehicle. An authorized driver has met the eligibility requirements which includes a current California driver license on file, DMV pull program clearance, completion of driver safety training.

- **Company vehicle** - Any vehicle that is owned and/or operated by Beach Shops. Company vehicles may include electric carts, cargo passenger vans, flatbed truck, forklift, and rental vehicles.
 - **DMV Pull Program** - DMV sponsored program that provides a driver's license clearance and background check into an individual's California DMV records.
 - **Personal vehicle** - Any vehicle that is owned and/or operated by an individual, for personal use. Employees using personal vehicles for company business must comply with the training requirements to operate company vehicles.
- All personal vehicles used for company business must carry a valid insurance card stating the minimum liability requirements. A copy of this card must be provided as proof of insurance prior to the use of said vehicle.

Regulations

1.0 Eligibility

1.0.1 Valid California Driver License

All drivers of Beach Shops vehicles must be 18 years or older and hold a valid California driver license. Once an employee has been identified as a potential driver, the department manager must submit a request to Human Resources.

1.0.2 DMV Pull Program Clearance

For the safety of our employees, all individuals who have been identified as potential drivers will be required to participate in the DMV Pull Program. Once Human Resources is notified of the driver request, the new driver will be contacted to complete a DMV Authorization Form and must provide a copy of their valid California driver license. This is to authorize Beach Shops to review their personal records, driver's license validity, and any activity on record, per the eligibility criteria below. Please note that Beach Shops reserves the right to deny, suspend and/or revoke driving privileges based on the initial or subsequent review of the motor vehicle record for any employee requesting driving privileges.

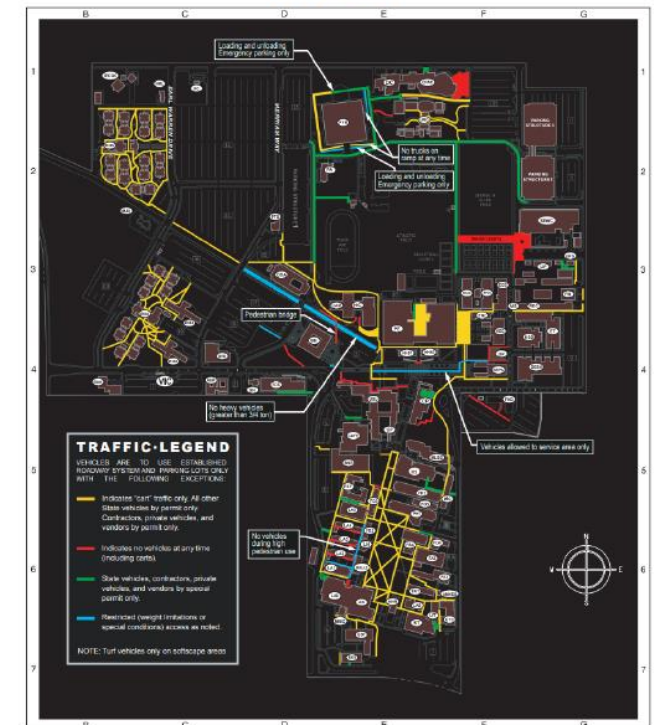
Employees driving on auxiliary organization business will have no more than 3 (three) VIOLATION POINTS in a 12 (twelve) month period or no more than 5 (five) points in an 18 (eighteen) month period. Employees or volunteers accumulating 4 (four) VIOLATION POINTS within an 18 (eighteen) month period will be excluded from the automobile liability coverage within the AORMA LIABILITY COVERAGE PROGRAM. These provisions apply regardless of whether or not the driving that resulted in acquiring the VIOLATION POINTS was or was not in the course of employment.

Anyone with the following violations within the last three years on their motor vehicle record will become ineligible to drive a Beach Shops vehicle:

- Driving under the influence
- Negligent homicide

CALIFORNIA STATE UNIVERSITY, LONG BEACH

TRAFFIC MAP



INITIATING REQUEST

Authorized Driver Request Form

Manager Instructions

This is a formal notification to Human Resources to begin the necessary steps to authorize a new driver for the Beach Shops. Please complete this request for any employee who will be required to drive a vehicle on behalf of the Shops. This includes any employee who will need authorization to drive their personal vehicle or company vehicles (i.e., carts, vans, forklifts) while on official company business.

The following must be attached: 1. DMV Authorization form, 2. Safety and Vehicle Use Acknowledgment form, and 3. Copy of Driver License.

Additional items needed for Personal Vehicle Access: 1. Authorization to Use Privately Owned Vehicle Form and 2. Copy of private vehicle insurance.

Section 1: New Authorized Driver Information

Human Resources will follow up with new driver to complete the required training. When process is complete, the manager and employee will receive a formal notice that the employee is cleared and authorized to drive on behalf of the Beach Shops.

Employee Name:	Driver Access To:
Department Name and #:	<input type="checkbox"/> Company Carts
Position/Title:	<input type="checkbox"/> Company Van
Reason Driver Access is Needed:	<input type="checkbox"/> Personal Vehicle
	<input type="checkbox"/> Company Forklift

Section 2: Manager Authorization

- Employee was given Driver Safety and Vehicle Use Packet
- All necessary forms are attached to this request

Manager Name: _____ Signature: _____ Date: _____

For Human Resources Only

Forms		
<input type="checkbox"/> DMV Authorization	Personal Vehicle Access Only:	
<input type="checkbox"/> Safety and Vehicle Use Acknowledgment	<input type="checkbox"/> Authorization to Use Privately Owned Vehicle	
<input type="checkbox"/> Copy of Driver License	<input type="checkbox"/> Copy of private vehicle insurance	
DMV Authorization	Online Training Completed	Authorized to Drive
_____ Entered A-Check	_____ Carts	_____ HR Initials
_____ MVR Received	_____ Van	_____ Date
	_____ Defensive Driving	_____ Recert Date
	_____ Forklift	_____ Recert Date

Only applicable if
"Personal Vehicle"
access is requested



Manager fills *all* required fields in the *Authorized Driver Request Form*



Request a copy of employee's valid driver's license




Request a copy of employee's auto insurance with their name listed

WHAT IS NEEDED FOR PERSONAL VEHICLE ACCESS?



Employee and manager fill *all* required fields in the "Privately Owned Vehicles" form



Copy of employee's auto insurance with their name listed

Authorization to Use Privately Owned Vehicles for Company Business

Approval is required to use privately owned vehicles to conduct official Beach Shops business.

I hereby certify that, I am a minimum of 18 years of age, whenever I drive a privately owned vehicle on Beach Shops business, I will have a valid driver's license and proof of liability insurance in my possession. I will follow Beach Shops Driver Safety Policies, as well as all applicable laws, as required by the State of California.

Additionally, I will abide by the following:

- All motorists must carry evidence of current automobile liability insurance in their vehicle
- The vehicle shall always be covered by liability insurance for the minimum amount prescribed by State Law:
 - \$15,000 for personal injury to, or death of one person
 - \$30,000 for injury to, death of, two or more persons in one accident
 - \$5,000 property damage
- Vehicle will be equipped with safety belts in operating condition
- All persons in the vehicle will wear safety belts
- Vehicle will be adequate for the work to be performed
- To the best of my knowledge, in safe mechanical condition as required by law.

I understand that the mileage rate I claim is full reimbursement for the cost of operating the privately owned vehicle.

I further certify that while using a private owned vehicle on official Beach Shops business, all accidents will be reported as soon as possible after the accident, not to exceed 24 hours, to my immediate supervisor and the Human Resources Department. I understand that the insurance policy covering the privately owned vehicle will respond to the accident; the Beach Shops will NOT provide primary insurance coverage.

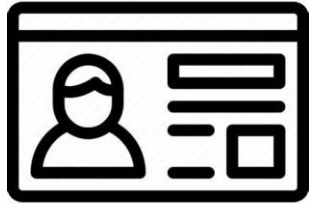
I understand that permission to drive a privately owned vehicle on company business is a privilege which may be suspended or revoked at any time.

Authorized Driver Information		
Employee Name: _____		
Driver's License Number: _____	State: _____	Expiration Date: _____
Insurance Carrier & Policy Number: _____		Expiration Date: _____
Employee Signature: _____		Date: _____
Authorized Driver Information		
Director/Manager Signature: _____		Date: _____
HR Representative Signature: _____		Date: _____

NOTE: ACCESS TO PERSONAL VEHICLE USE IS VALID IF EMPLOYEE WILL DRIVE THEIR PERSONAL VEHICLE FOR BUSINESS PURPOSES MORE THAN TWICE A YEAR.

RECAP

WHAT DO EMPLOYEES FILL & PROVIDE TO MANAGERS?



VALID DRIVER'S LICENSE

Unexpired and valid driver's license



SIGNED FORMS

Signed DMV Authorization Form (Section 1 only) & Acknowledgement



PROOF OF INSURANCE

Unexpired and valid proof of insurance with employee's name listed

Only applicable if "Personal Vehicle" access is requested

NOTE: FAILURE TO PROVIDE ALL DOCUMENTS NEEDED AND EMPTY FIELDS WILL RESULT IN PACKAGE BEING RETURNED TO THE MANAGER AND CAN DELAY THE CERTIFICATION PROCESS.

RECAP

WHAT DO MANAGERS FILL & PROVIDE TO HR?



Filled and signed
*Authorized Driver
Request Form*



Copy of
Employee's Valid
Driver's License



Copy of employee's
auto insurance with
their name listed



Signed DMV
Authorization Form
(Section 1 only)



Signed Driver Safety
and Vehicle Use
Acknowledgement

Only applicable if
"Personal Vehicle"
access is requested

NOTE: FAILURE TO PROVIDE ALL DOCUMENTS NEEDED AND EMPTY FIELDS WILL RESULT IN PACKAGE BEING RETURNED TO THE MANAGER AND CAN DELAY THE CERTIFICATION PROCESS.

DRIVER REMOVAL/REVOCAATION & REINSTATEMENT PROCESS

STEP 1

HR will determine validity of removal or reinstatement

STEP 2

Appropriate forms and supporting document requests will be sent to manager to fulfill



Forty-Niner Shops, Inc.
California State University, Long Beach

Policy Number: 100.06 Corporate
Revision Date: 7.15.2022

Authorized Driver Removal/Revocation Form

Removing an Authorized Driver Due to Changes in Job Duties

If an employee is no longer required to drive as a part of their job duties, driving privileges may be removed at the request of a manager or director.

Revoking an Authorized Driver Due to Changes in DMV Records

Driving privileges may be revoked or suspended when there are changes to an employee's driving record as provided by the California Department of Motor Vehicles.

Individuals who have been cited for unsafe driving on campus, or who are in violation of Beach Shops driver safety policies, will be ineligible to drive company or personal vehicles for company business. Disciplinary action may also be taken.

Revocation of driving privileges may result from:

- Driving under the influence • Negligent Homicide • Operating with an expired or suspended license
- Using a motor vehicle in the commission of a felony • Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner's consent • Permitting an unlicensed driver to operate a vehicle • Reckless and/or careless and/or negligent driving • Hit and Run or leaving the scene of an accident with injury or death or resulting in property damage in excess of \$1,000 • Exceeding the maximum amount of driver violation points within any 12-18 month period.

Removal/Revocation of Authorized Driver

Employee Name:	Driver Access To:
Department Name and #:	<input type="checkbox"/> Company Carts
Position/Title:	<input type="checkbox"/> Company Van
Reason Driver Access is No Longer Required/Eligible:	<input type="checkbox"/> Personal Vehicle
<input type="checkbox"/> Change in Job Duties	<input type="checkbox"/> Company Forklift
<input type="checkbox"/> Change in DMV Records	
Please specify:	
Employee Statement of Acknowledgment	
I understand that effective _____, I am no longer authorized to drive a Beach Shops company vehicle or my own personal vehicle for company business.	
Employee Signature: _____	Date: _____
Director/Manager Signature: _____	Date: _____
HR Representative Signature: _____	Date: _____



Forty-Niner Shops, Inc.
California State University, Long Beach

Policy Number: 100.06 Corporate
Revision Date: 7.15.2022

Authorized Driver Reinstatement Form

Date: _____

Employee Name: _____ Department #: _____

RE: _____

After the review of the information on file, including any evidence or documentation you may have presented, effective _____ the Beach Shops is reinstating your privilege to drive the following:

- Company Carts
- Company Van
- Personal Vehicle
- Company Forklift

As a contingency of reinstatement, you are required to complete the following:

- Cart Training
- Van Training
- Defensive Driving
- Forklift Training
- No Training Required

By signing below, you acknowledge that you have received notice of your reinstatement and that all former agreements and contracts pertaining to your driving privileges and in effect prior to the suspension of privileges are hereby placed back in effect. Any further violation of these policies will result in another suspension of driving privileges, and any employment contingent on driving requirements may be subject to termination.

Employee Signature: _____ Date: _____

Director/Manager Signature: _____ Date: _____

HR Representative Signature: _____ Date: _____

REASONS FOR REMOVAL OR REVOCATION INCLUDE:

Individuals who have been cited for unsafe driving on campus, or who are in violation of the Beach Shops driver safety policies, will be ineligible to drive company or personal vehicles for company business. Disciplinary action may also be taken.



- Retraining employee
- Driving under the influence
- Negligent Homicide
- Operating with an expired or suspended license
- Using a motor vehicle is the commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner's consent
- Permitting an unlicensed driver to operate a vehicle
- Reckless and/or careless and/or negligent driving
- Hit and Run or leaving the scene of an accident with injury or death or resulting in property damage in excess of \$1,000
- Exceeding the maximum amount of driver violation points within any 12-18-month period

THE REAL FUN BEGINS

Once all paperwork is submitted and DMV clearance is provided, Beach Shops Human Resources contacts employee and assigns appropriate online trainings accompanied with quizzes to test their knowledge.



PACKAGE APPROVED

HR reviews paperwork. If packet is not submitted properly, manager gets notified.



DMV APPROVED

Driver report from DMV is reviewed and HR determines clearance to proceed.



TRAININGS ASSIGNED

Online trainings will be assigned via Succeed Management.



PASSED QUIZ

If employee passes quiz(es), HR reaches out to schedule next step.



LIVE TRAINING

Employee meets HR representative for an in-person training.

If employee fails quiz(es), HR will resend training and one more attempt will be granted.

YAY, YOU'RE CERTIFIED!

At the time of the in-person training, if employee demonstrated proper handling and safe driving, the HR representative will provide employee with a certification card that they must carry along with their driver's license any time that a company vehicle and/or personal vehicle is driven during work hours.

NOTE: Certification is valid for two years and must undergo re-certification process thereafter.



**BEACH
SHOPS**

ALFREDO MACIAS

This certifies that this individual is part of the **Authorized Driver Program** and has attended the Beach Shops state required course in defensive driving and is certified to drive the following operating vehicle:

Carts Van Personal Vehicle Forklift



Trainer's Signature

05/2025

Expiration

QUESTIONS/CONCERNS?

CONTACT US, WE'RE HAPPY TO HELP.

BEACH SHOPS HUMAN RESOURCES OFFICE
TRAINING & RISK MANAGEMENT

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